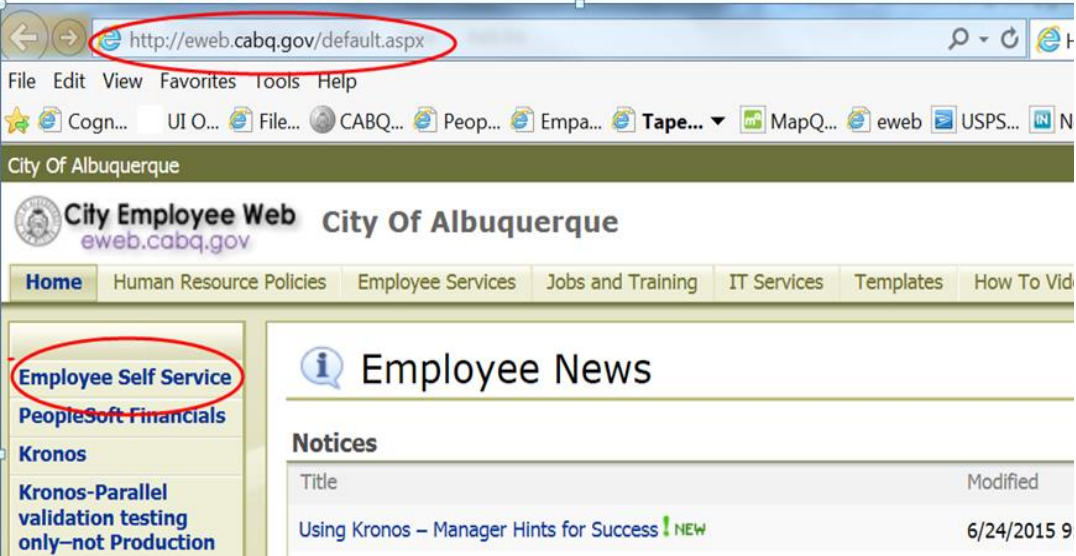


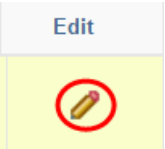
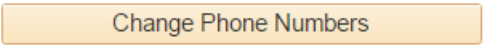
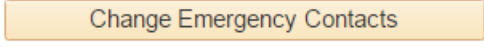






Updating Personal Information

Step	Action
1.	<p>Open an Internet session from any browser. In the address line type employee.cabq.gov. You can also get there by going to the City's Employee website at eweb.cabq.gov. Once there, you can click on the Employee Self Service link in the top left corner. This will take you to the login screen for PeopleSoft.</p> 
2.	<p>When the login page appears, sign into PeopleSoft by entering your User ID and Password. Call the Help Desk at 768-2930 if your password has expired.</p>
3.	<p>Click on  Personal Information Summary in the ESS section of the PeopleSoft Home Page. Review a summary of your personal information.</p>
4.	<p>Click on </p>
5.	<p>Click on  at the end of the address you need to change.</p>
6.	<p>You may also add or  (such as adding your personal mobile number.)</p>
7.	<p>You may </p>
8.	<p>You may add or  (such as adding your personal email especially if you don't have a cabq.gov email address.)</p>
9.	<p>Be sure you click  at the bottom of the screen after each change.</p>